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This price list is extremely TIME SENSITIVE.

ASOs: Please distribute this price list to your divisions/agencies requiring SAF C-03 Requisition and Purchase Order Forms. Purchase orders must be placed with the vendor NO LATER THAN

September 2, 2003.

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO PRICE LIST NO. 03-36 (All Islands)

Replaces SPO Price List No. 02-38

SAF C-03 REQUISITION AND PURCHASE ORDER

for

Fiscal Year 2003

(IFB-03-139-SW)

STATE'S COMMITMENT. The following agencies are required to purchase from this price list:

- | | |
|-------------------------------|--------------|
| 1. Executive Branch | 3. Judiciary |
| 2. Office of Hawaiian Affairs | 4. Senate |

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. Executive Branch agencies shall use SPO Form 5 (dated 9/18/96 or later), "Request for Authorization on Purchase Outside of the Price List", for this purpose.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor. Procurement questions or complaints maybe directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive OHA	Cara Sakata	586-0563	586-0570	cara.sakata@hawaii.gov
	Ernest Kimoto	594-1954	594-1865	erniek@oha.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
	Deborah Aki	586-6765	586-7229	wikander@capitol.hawaii.gov

PURCHASE ORDERS must be received by the vendor **NO LATER THAN September 2, 2003.**

<u>VendorAddress</u>	<u>Address</u>	<u>FAX No.</u>	<u>Phone No.</u>
Pacific Business Forms, Ltd.	831-G Pohukaina St. Honolulu, Hawaii 96813	593-9156	597-1717

Agencies are to issue purchase orders for quantities of no less than the amounts submitted on SPO Circular No. C03-12 dated April 15, 2003. Agencies may order increased quantities.

"SPO Price List No. 03-36 " shall be typed on all purchase orders issued.

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the**

vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

	<u>Single, snap-out type</u>	<u>Continuous Sets**</u>
4 parts	\$104.00/M sets	No Requirements
5 parts	\$122.00/M sets	\$130.00/M sets
6 parts	\$137.00/M sets	\$170.00/M sets
7 parts	\$153.00/M sets	\$180.00/M sets

"M" = one thousand

"**" = The minimum order for continuous type forms is 1000 sets.

UNIT PRICES include handling and delivery to destination (i.e., agencies throughout the State) and all other cost including the State General Excise Tax, currently 4%, **except imprinting and pre-numbering charges**. Agencies requesting imprinting must add **\$80.00** for each set of imprinting. Agencies requesting pre-numbering must add **\$40.00** for each series of pre-numbering. On Attachment 1, agencies shall provide the exact imprinting and pre-numbering information required for each order of SAF C-03 forms.

DELIVERY to be completed **by January 15, 2004**, provided all purchase orders are submitted on time.

PRICE LIST AVAILABLE ON SPO WEBPAGE AND HAWAII FYI. The price list is available at the SPO website:

<http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

Agencies without Internet access, but with computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6683	Kauai	274-3641
Lanai	1-800-243-7133	Maui	984-2050
Molokai	1-800-243-7133	Oahu	587-4917

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

ROBERT J. GOVERNS, CPPB
Procurement Officer

Attachment 1: Printing Form
Attachment 2: Quantity List

1. Do you require imprinting? If so, on the form provided below, please type in the exact imprinting you require. You may request imprinting in any or all of the five (5) numbered areas

STATE OF HAWAII REQUISITION & PURCHASE ORDER		PURCHASE ORDER NO.		
AREA NO. 1		Date _____		
AREA NO. 2		Deliver Before _____		
AREA NO. 3		DELIVERY ADDRESS		
NOTICE TO VENDORS Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.		AREA NO. 4		
_____ _____ _____		AREA NO. 5		
<small>The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.</small>				
QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

2. Pre-numbering shall be in 8 digits (no alphabets), any of which may be a zero; thus, numbers can range from 00000001 to 99999999. Do you require pre-numbering in either the "PURCHASE ORDER NO." or "REQUISITION NO." block? If so, please type in the beginning and ending numbers in the spaces provided below:

Purchase Order No.

Beginning number _____

Ending number _____

Requisition No.

Beginning number _____

Ending number _____

3. Forms shall be delivered to the following address:

4. Invoice shall be mailed to the following address:

Please duplicate this form if you need to order more than one type of purchase order or if your forms will be printed or pre-numbered in various combinations.

SAF C-03, REQUISITION & PURCHASE ORDERS January 2004 – December 2004								
<u>DIVISION/BRANCH/SECTION/PROGRAM</u>	A: SINGLE, SNAP-OUT TYPE				B: CONTINUOUS TYPE			
	<u>C: 4 PART</u>	<u>D: 5 PART</u>	<u>E: 6 PART</u>	<u>F: 7 PART</u>	<u>C: 4 PART</u>	<u>D: 5 PART</u>	<u>E: 6 PART</u>	<u>F: 7 PART</u>
Department of Acctg & General Services								
Pre Audit		200						
Administrative Services Office								
Audit								
Central Services Division								
Info. & Communication Services Division								
ICSD—TeleCommunications							1500	
Iolani Palace Grounds (Archives)		200						
Division of Public Works								2000
Personnel								
King Kam Celebration Commission		300						
Risk Management								
SPO—Surplus Property								
SPO		400						
Stadium Authority								
State Foundation on Culture & the Arts							1000	
Survey								
Systems Accounting								
Systems & Procedures								
UARB		150						
Automotive Division(*)								
<u>Claire Nishioka phone 586-06701</u>								
DAGS--CSD--Maui District Office								
R & M--CSD								
Custodian--CSD								
Grounds--CSD								
CSD--Sandra Arisumi							3000	
Public Works								1000

AGENCIES SHALL SUBMIT THEIR PURCHASE ORDERS TO **PACIFIC BUSINESS FORMS** NO LATER THAN SEPTEMBER 2, 2003.

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<u>Donna Baqui, phone 808-877-3305</u>								
DAGS--Kauai District Office							2000	
CSD								
Public Works								
<u>Tanya T Sakihama phone 808-274-3030</u>								
DAGS--Hawaii District Office								5000
CSD								
CSD--Custodial								
CSD-- Grounds								
CSD--R & A								
CSD--Student Transportation								
<u>Cyrus Wilson, phone (808) 974-6400</u>								
Department of Agriculture								
For the Island of Oahu								
Administrative/Fiscal								
<u>Theoni Wong, phone 808-973-9484</u>								
Department of the Attorney General								
For the Island of Oahu								
ASO								
Hawaii Criminal Justice Data Center								
Medicaid		600						
Crime Prevention and Justice Asst								
<u>Kap, phone 808-586-1229</u>							5000	
Child Support Enforcement Agency				500				
<u>Gail Nitta, phone 586-1156</u>								1000

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Department of Budget and Finance								
Hawaii Employer-Union Health Benefits Trust Fund	500							
<u>Sharon Urada phone 808-586-2117</u>								
Employee Retirement System		1000						
<u>Mildred Welch phone 808-586-1675</u>								
Administrative & Research Office	2500							
Finance								
Public Defender		3000						
<u>Clarita Bernabe, phone 586-1822</u>								
Dept of Bus, Econ Dev & Tourism								
ASO		6000						
Office of Planning								
<u>Lilly C King, phone 808-586-2432</u>								
HTDC								
HTA		700						
Gary Ito, phone 832-6036								
Dept of Commerce & Consumer Affairs		3000						
ASO--Fiscal								
<u>Barbara Harada, phone 808-586-2834/2835</u>						7600		
RICO / OCP								
Department of Defense								
Administrative Services				600				
<u>Teresa Lee, phone 808-733-4255</u>								
Office of Veteran Services				800				
Civil Defense								

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Hawaii State Public Library System								
Admin Svcs Branch				2000				
Edwin Kajiwaru, phone 808-586-3695								
Office of Hawaiian Affairs								
Oahu								
Jennifer Chu, phone 808-594-1991								
Dept of Hawaiian Home Lands								
Fiscal Office								
Del D. Dace, phone 808-586-3808							4000	
Department of Health								
For the Island of Oahu								
Administrative Services Office							40000	
Executive Office on Aging								
Lynn Okamura, phone 808-586-4573								
Department of Health								
Lanai Community Hospital								
Charita Tolentino phone 808-565-6411								
Department of Health								
Hawaii Health Systems Corporation								
For the Island of Oahu								
Leahi Hospital								3000
Maluhia Hospital			2000					
For the Island of Hawaii								
Kau Hospital								
Hale Hoola Hamakua								
For the Island of Kauai								

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For the Island of Maui								
<u>Robin Springer, phone 808-733-4022</u>								
Dept of Human Resources Development								
Oahu								
<u>Joyce Kaneshiro, phone 808-587-1150</u>		1000						
Department of Human Services								
Oahu								
Fiscal Mgmtnt Office								
Information Systems Office								
Administrative Appeals Office								
Management Services Office								
Hawaii Youth Correctional Facility		2000		500				
Office of Youth Services								
Med Quest		1000						
Benefit Employment & Support Services		2000						
Social Services Division		6000	1000	900				
Vocational Rehabilitation Division		1200						
Staff Offices		1700						
Hawaii								
Benefit Employment & Support Services								
Social Services Division		1000						
MedQuest								
Vocational Rehabilitation Division		1000						
Maui		400						
Social Services Division								
Vocational Rehabilitation Division								
Benefit Employment & Support Services								
Kauai								

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Benefit Employment & Support Services								
Benefit Employment & Support Services								
Social Services Division		1000						
Molokai								
<u>SSS/CWSB/MS:MOL-LAN</u>				12000				
The Judiciary, Oahu								
Supreme Court Law Library								
Fiscal Office First Circuit Court			4000					
B & F First Circuit Court, Witness/Trans			600					
B & F First Circuit Court, Attorney Fees			1400					
First Circuit Court, Adult Probation								
First Circuit Court, Adult Probation								
Hawaii Drug Court Program			400					
Family Court of the First Circuit								
Family Court of the First Circuit			1000					
Juvenile Detention Facilities			4000					
District Court of the First Circuit								
B & F District Court of the First Circuit								
Witness/Mileage Fees			200					
B & F Dist Court of the 1st Circ, Attorney Fees								
Driver Education Division			400					
Court Annexed Arbitration Program			600					
Administrative Director's Office								
Personnel, Workers Compensation								
TISD								
Administration-Fiscal Office								
First Judicial Circuit, Adult Client Service			600					
The Judiciary, Maui								

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Family Court of the Second Circuit			1200					
Circuit Court of the Second Circuit			1500					
B & F--Attorney Fees								
B & F--Witness Fees								
Adult Probation								
District Court of the Second Circuit								
B & F, District Court of the Second Circuit								
Attorney Fees								
The Judiciary, Hawaii								
District Court of the Third Circuit								
Adult Probation Division/Drug Court			500					
Attorney Fees			500					
Witness Fees and Defendant Escort			500					
The Judiciary, Kauai								
B & F, Fifth Circuit Court			500					
Attorney Fees			200					
Other Fees								
Fifth Circuit Court, Adult Probation Div.								
Circuit Court of the Fifth Circuit								
District Court of the Fifth Circuit								
<u>Jonathon Wong, phone 808-538-5805</u>								
Dept of Labor & Industrial Relations								
ASO--Fiscal/State Funds								
<i>Prenumbered 00090201</i>								
<u>Linda Hayashi, phone 808-586-8889</u>						5000		
ASO--Fiscal/Employment Sercurity								

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Faith Sogawa, phone 808-586-8890								
Office of Community Services								
Dept of Land & Natural Resources								
DOCARE/DOFAW -- Kauai								2600
Aquatics								1000
DOCARE -- Hawaii								
Forestry & Wildlife								2400
Aquatics								2000
State Parks								1000
Norine Oyasato, phone 808-587-0066								
Dept of Land & Natural Resources								
Oahu				1100				4000
DOCARE								
DOFAW								2000
DBOR--KEEHI								
Fiscal								
Aquatic Resources								1500
State Parks								5000
Forestry - Oahu								
Forestry - Administration								
Administration Services Office								
Hunter Education								
Dennis Takahashi, phone 808-587-0347								
Dept of Land & Natural Resources								
Maui								
DOCARE								
DOFAW								2000
Aquatics								1000

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Boating									2000
<u>Dennis Takahashi, phone 808-587-0347</u>									
Legislature									
Oahu--Senate									
<u>Deborah Aki, phone 808-586-6765</u>									
Legislative Reference Bureau	400								
Rachel Ray, phone 808-587-0666									
Office of the Auditor									
State Ethics Commission									
<u>Donna Higashi, phone 808-587-0460</u>	100								
Evelyn Kanja, phone 587-0825	1000								
Office of the Governor									
Executive Chambers									
Washington Place									
<u>Daphne Ikeda, phone 808-586-0041</u>									
Office of the Lt Governor		1000							
Administration									
Office of Elections		1200							
Reappointment									
Campaign Spending Commission		200							
LTG/OIP Joy Fujimoto 6-1413		300							
Commission on the Status of Women							1000		
Department of Public Safety									
<u>Gerri Tavares, phone 808-587-3380</u>									
Oahu									
CPS/Food Service Unit									

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Hawaii Paroling Authority				5000				
Oahu Intake Service Center								1200
Executive Protection								
Narcotics Enforcement Division								1000
Oahu Community Correctional Ctr								
Waiawa Correctional Facility								1200
Halawa Correctional Facility								1000
Training and Staff Development								
Fiscal								5000
Protective Services				500				
Correctional Industries								
Women's Community Correctional Ctr								1000
Sheriff								1600
Health Care Office								2400
Crime Victims Comp. Comm.								2000
Maui								
Maui Intake Service Center								
Maui Community Correctional Ctr								2000
Kauai		1000						
Kauai Intake Service Center								
Kauai Comm. Corr'l Center								1200
Hawaii								
Hawaii Intake Service Center		500						
Hawaii Community Correctional Ctr								
Kaulani Correctional Facility								2400
Department of Taxation								
Administrative Service Office								
<u>Elsie Tanaka, phone 808-587-1502</u>		1000						

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Department of Transportation								
Oahu								
DOT--Administration								
OMPO								
Alvin Itaki, BUS-F phone 808-587-1989								
Harbors--Oahu Distr								
Harbors-- Administration								
Ric Ota, HAR--OO, phone 808 587-2042		500						
Harbors-- Maintenance								
Florence Ito, phone 808-832-3844							3000	
Airport/Oahu Distr Office Svcs								
Jing Zhang, AIR-OS, ph 808-836-6503								3000
Highways--Oahu District								
Coleen Miyano, HWY-O, ph 808-831-6702			400					
Airports--Contracts								
Airports--Administration								
Richard Silva Jr, AIR-AF, ph 808-838-8636								
Airports--Maintenance							4000	
Anne Hayashi, AIR-OM, ph 808-834-6076								
VIP								
Neal Nagata, 834-6009			400					
Hawaii								
Harbors--Hawaii District			1000					
A Miyamoto, ph 808-933-8850								
Highway--Hawaii District							3000	
Janice Hiyane, ph 808-933-8866								
Airports—Hilo/Kona Int'l			4000					

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<u>Dauna Torngren, AIR-HL, ph 808-934-5803</u>								
Maui								
Highways-Maui District								
<u>S Oshiro, ph 808-877-5061</u>								
Airports--Maui District								
Harbors—Maui District							28000	
<u>Kathleen Watanabe ph (808) 873-3353</u>								
<u>W. Kunisaki, AIR-M ph 808-872-3810</u>								
Kauai								
Harbors--Kauai District			1000					
<u>Carolyn Kouchi, ph 808-245-6996</u>								
Airports--Kauai District				2000				
<u>Ann Ramos, AIR-K, ph 808-246-1403</u>								
Highways—Kauai							3000	

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